



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPARTMENTAL BUDGET MANAGER

Class No. 002537

■ CLASSIFICATION PURPOSE

To plan, organize and direct the budget, financial management and analysis, and revenue claiming functions of a large, complex department; supervise professional staff; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This class reports directly to the Director/Deputy Director of a department. This class differs from the Administrative Services Manager series in that the latter is responsible for the entire administrative function of a County department, including budgetary, personnel, procurement, etc. This class differs from the class of Principal Administrative Analyst in that the incumbent reports directly to a Deputy Director of a large and complex County department and has total budget responsibility directly supervising the work of departmental budget analysis.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs the budget process of a large and complex County department by supervising professional staff who monitor departmental expenditures.
2. Prepares budget and revenue claiming.
3. Interprets state laws, regulations and allocation letters.
4. Performs financial analysis.
5. Interprets the County budget instructions for department management.
6. Reviews and supervises the analysis of data presented by management to justify requests in the budget document.
7. Researches budget referrals from Board of Supervisors and documents responses prepared for the Director and/or Chief Administrative Officer's signature.
8. Prepares reduction proposals and develops strategies for management review.
9. Supervises the development and documentation of the line item budget.
10. Ensures that revenues are maximized.
11. Facilitates state and federal audits.
12. Assists in the development of the department's legislative program.
13. Prepares reports and performs special studies as required.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State and federal laws, regulations and rules applicable to program operations and expenditure reimbursement.
- Principles of management, supervision and administration.
- Governmental accounting.
- Budgetary principles and procedures.
- County government organization.
- Program revenues and claiming.
- Record keeping.
- Audit principles and procedures.
- Statistics and application of statistical methods.
- Principles of public administration.
- Principles of planning and program development.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Communicate clearly and concisely in verbal and written form.
- Research, compile, analyze and disseminate data and information.
- Prepare comprehensive reports and recommendations.
- Read and interpret complex documents, legislation and policies.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Supervise, train and motivate professional and clerical subordinates.
- Work independently on a wide variety of tasks.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited four-year college or university with a major in accounting, business, public administration or a closely related field AND three (3) years experience in the supervision of budget preparation in a local government agency. Such experience should include both program and line item budget preparation and monitoring, revenue forecasting and budget justification.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

Revised: October 26, 1988
Reviewed: April 2004

Departmental Budget Manager (Class No. 002537)

Union Code: MA

Variable Entry: Y